State Agency

Capital Projects Monitoring System (CPMS)
Reporting Requirements & Process

STATE OF NEW MEXICO

DEPARTMENT OF FINANCE AND ADMINISTRATION

STATE BUDGET DIVISION

CAPITAL OUTLAY BUREAU

For Login Information and Technical Assistance Email:

Sarah.Delarosa@state.nm.us

414 Don Gaspar
Santa Fe, NM  87501

(505) 827-3696

http://nmdfa.state.nm.us/Capital_Outlay_Bureau.aspx
CPMS REPORTING REQUIREMENTS & PROCESS FOR NEW AND REAUTHORIZED CAPITAL OUTLAY APPROPRIATIONS

The Capital Projects Monitoring System (CPMS) is a web-based system used for reporting and monitoring of capital outlay appropriations. The agency needs to begin reporting, in CPMS, once funding is appropriated. The local entity needs to begin reporting, in CPMS, once a grant agreement has been executed. CPMS can be accessed from the DFA-COB website or through the following link: http://cpms.dfa.state.nm.us.

You may view current and past appropriations, without logging in, by using the “Capital Appropriations Search” page (this is the homepage for CPMS). You have the option to search for and filter current and past capital appropriations using different criteria. Choose your selection criteria(s) from the drop-down boxes and click Submit.

A list of appropriations matching your selection criteria will be displayed. You can click on the Approp ID to view the individual appropriation information.

CPMS Reporting:

⇒ **Local Entities** are required to updated active capital outlay appropriations on a monthly basis. Updates must be done by the 30th of each month.

⇒ **State Agencies** are required to update active capital outlay appropriations in CPMS on a quarterly basis. Updates must be done by the 15th of March, June, September and December.

A username and password are required to login to the system for reporting purposes. If you are a new participant or do not have login information for your entity, please contact DFA-Capital Outlay Bureau.

**Data Entry Tips:**

- If updates are not saved, TAB into and out of fields to delete extra spaces
- Do NOT enter $, comma, or decimal when entering amounts
- In text fields avoid using special characters
- Print page before clicking on submit
- Keep monthly print outs as part of project file
- After updates are submitted verify red display message appears “Appropriation ID: ##-##### successfully updated”
1. At the top right of the “Capital Appropriations Search” title bar Click **Login**.

2. Click on **State Agency**, to select the appropriate reporting roll, and to access the “Capital Appropriations” login page.

3. Enter **Username** and **Password**. Click **Submit**.

When you login, the “Capital Appropriations” page displays the “Open Appropriations Only” with a balance greater than zero for your entity.

4. **Click on the Approp ID** in the “Approp ID” column to access to access and update appropriation information.

5. Update all required fields in your section:
   
   - **1st (dark gray) section** contains appropriation information loaded by COB to identify the project
   
   - **2nd (blue) section** contains data uploaded from the SHARE and BOF databases on a bi-monthly basis
   
   - **3rd (peach) section** is required for the **state agency** to update appropriation information a quarterly basis by the 15th of March, June, September and December
     
     ⇒ At this time, the agency must also ensure the local entity’s reporting in CMPS is current and accurate
   
   - **4th (light gray)** is required for the **local entity** to update appropriation information on **monthly basis by the 30th of each month**
6. (Continued from previous page) Update all required fields in your section:

Field Names and Types for **STATE AGENCY DATA SECTION**:

**Local Fiscal Agent Code** - 5 Digit Number assigned to identify local entity. You may access the list of fiscal agent codes from the “Capital Appropriations Search” page or through the following link: [http://cpms.dfa.state.nm.us/ExternalDocs/Local%20Fiscal%20Agent%20Codes.pdf](http://cpms.dfa.state.nm.us/ExternalDocs/Local%20Fiscal%20Agent%20Codes.pdf).

**Reauth from Prior Project Amount** - enter the unexpended balance of the reauthorized appropriation or the stated amount reauthorized by the Bill, whichever is less. If the appropriation is new, leave amount at zero.

**Amount Obligated** - enter the amount of all Notices of Obligation to reimburse grantee to date.

**Project End Date** - enter the expected project completion date (this is not the reversion date).

**Expended Amount** - enter the total amount expended (not including AIPP transferred to DCA).

**AIPP Amount** - enter the AIPP amount transferred to DCA.

**Reauth of Balance to New Project** - enter the unexpended balance of the reauthorized appropriation or the stated amount reauthorized by the Bill, whichever is less. If the appropriation has not been reauthorized, leave the amount at zero.

**Reauth to Project #** - enter the new appropriation ID number of the project where the unexpended balance has been reauthorized (format: ###-####).

**Reversion Amount** - enter the unexpended balance reverted either because the project is complete or set to expire based on the reversion date.

**Project Status** - enter a brief description of the project status including progress on the project as well as any financial details that should be noted.

**Goal/Milestone achieved last quarter** - list goals and milestones achieved since the last reporting quarter.

**Goal/Milestone achieved for quarter** - list goals and milestones to be achieved by the next reporting quarter.

**Project Phase** - choose a phase from the drop down box. (For a list of phase options and definitions, refer to page 6.)

**Last Agency Submission Date** - Enter date when final quarterly update is complete (format: mm/dd/yyyy).

* The local entity is responsible for completing the project timeline unless the appropriation is not assigned to a local entity, in which case the agency is responsible for the project timeline.

**Project Timeline** - provide required details of Project Timeline including date completed or expected completion date, amount funded to date, future funding amounts, funding sources (i.e. CDBG, Federal, private, etc...), contractor name, contract amount, and additional comments.
## Appropriation Phase – OPTIONS and DEFINITIONS

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>APPROPRIATION PHASE DEFINITION &amp; ACCOUNTING STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0100</td>
<td>Appropriated</td>
<td>Beginning Phase - default for all appropriations when loaded into CPMS by Capital Outlay Bureau.</td>
</tr>
<tr>
<td>0110</td>
<td>Certified</td>
<td>Agency certifies they are ready to move forward with this appropriation - Encumbered in SHARE.</td>
</tr>
<tr>
<td>0120</td>
<td>Not Certified</td>
<td>Agency indicates they are not ready to move forward with this appropriation. (Explain &quot;Why Not?&quot; in Status/Comments field.)</td>
</tr>
<tr>
<td>0130</td>
<td>Budgeted</td>
<td>Agency indicates appropriation has been BUDGETED.</td>
</tr>
<tr>
<td>0140</td>
<td>Not Budgeted</td>
<td>Agency indicates appropriation has not been budgeted. (Explain &quot;Why Not?&quot; in Status/Comments field)</td>
</tr>
<tr>
<td>0150</td>
<td>Grant Agreement Issued</td>
<td>Indicates a Grant Agreement has been approved and is in place for this appropriation – AMOUNT PREENCUMBERED IN SHARE.</td>
</tr>
<tr>
<td>0200</td>
<td>Purchase in Process</td>
<td>Appropriation is for a PURCHASE - use this option if the purchase is in process (i.e. bids, quotes, purchase order in place, etc…) Explain in Status/Comments specifics on the purchase. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.</td>
</tr>
<tr>
<td>0210</td>
<td>Project In Design</td>
<td>Appropriation is part of a construction project and appropriation is being used for design. Explain in Status/Comments specifics on the design stage for this appropriation. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.</td>
</tr>
<tr>
<td>0220</td>
<td>Project in Construction</td>
<td>Appropriation is for a construction project and construction has started. Explain in Status/Comments specifics on phase of construction. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.</td>
</tr>
<tr>
<td>0230</td>
<td>Substantial Completion</td>
<td>Appropriation has reached substantial completion. Explain in Status/Comments specifics on completion of this appropriation. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.</td>
</tr>
<tr>
<td>0240</td>
<td>Project Complete</td>
<td>Status on appropriation is complete. If balance remains, indicate balance in Reversion Amount and proceed with reversion process. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.</td>
</tr>
<tr>
<td>0245</td>
<td>Purchase Complete</td>
<td>Status on PURCHASE is complete. If balance remains, indicate balance in Reversion Amount and proceed with reversion process. ONLY ENCUMBERED PORTION UNDER THIRD PARTY OBLIGATION – BASED ON STATE NOTICE OF OBLIGATION TO GRANTEE.</td>
</tr>
<tr>
<td>0250</td>
<td>Project Closed</td>
<td>Closed - No further activity for appropriation - appropriation fully expended or balance has been reverted. Submit documentation to Capital Outlay Bureau verifying reversion has been done.</td>
</tr>
<tr>
<td>BONDF</td>
<td>Bond election failed – Appr Null</td>
<td>Used for GOB appropriations where the bond election failed.</td>
</tr>
<tr>
<td>BONDN</td>
<td>Bonds not Sold – Appr Null</td>
<td>Used for STB appropriations where bonds have not sold and will not be sold for specific reasons - provide details in Status/Comments.</td>
</tr>
<tr>
<td>NONRV</td>
<td>Non-Reverting Funds</td>
<td>Used for appropriations where the funds are non-reverting. PREENCUMBERED IN SHARE.</td>
</tr>
<tr>
<td>REAUT</td>
<td>Funds reauthorized for another</td>
<td>Used by Agency who has the appropriation that was reauthorized to another. Agency designates the &quot;unexpended balance&quot; available for the new project in the Reauth of Balance to New Project field and selects this option. ACCOUNTING STATUS IN SHARE IS EXPENDED.</td>
</tr>
<tr>
<td>RNOBL</td>
<td>Reauthorized but no balance available</td>
<td>Used by both the Agency who has the appropriation that was reauthorized to another and by the Agency receiving the reauthorized appropriation and there is no &quot;unexpended balance&quot; available for the reauthorization. ACCOUNTING STATUS IN SHARE IS EXPENDED.</td>
</tr>
<tr>
<td>VETO</td>
<td>Vetoed projects</td>
<td>For old projects already designated as VETO in the Appropriation Phase field. Do not use for current appropriations.</td>
</tr>
<tr>
<td>VOID</td>
<td>Project voided - Time lapsed</td>
<td>Used for STB projects if appropriation was not certified and the time lapsed to certify and sell bonds.</td>
</tr>
</tbody>
</table>
7. Once updates are done, print page and click Submit. (If you do not submit, updated information will be lost.)

**Tip:** Print page before clicking on submit. Changes may be lost if the system encounters a reporting error. Each monthly print out must be kept in the project file to maintain reporting history.

8. Once changes are submitted, the screen will go back to the “Capital Appropriations” page. At the top in the yellow header it will display in red “Appropriation ID: ##-#### successfully updated”. If you do not receive this statement, the changes were not saved.

**TIP:** If changes are not saved, TAB in and out of fields to delete extra spaces when updating.

9. Repeat steps 5, 6 and 7 for each project you are updating.

10. To print a copy of the data for your files, click the Appr ID in blue in the “Printable Format” column. Each monthly print out must be kept in the project file to maintain reporting history.

11. Upon completion of all updates, click Logout at top right corner.